

Central Intelligence Agency

Definition - A classification abuse is an unnecessary classification, or an over or underclassification of a document; failure to assign the proper downgrading and declassification schedule; or improper application of classification markings.

It specifically applies to placing a document in an exempt declassification category except as provided by Executive Order 11652 and the NSC directive governing the classifica-

tion downgrading, declassification and safeguarding of National Security information. A classification abuse also includes any classification action by an individual not authorized in writing to exercise appropriate classification or exemption authority, or the improper delegation of such. Classification abuses becoming known during the reporting period as the result of an appropriate departmental inspection program shall be reported.

Instructions - Report each classification abuse according to the following minimum requirements:

1. Describe the classification abuse.
2. State corrective measures taken to prevent recurrence.

3. Attach additional sheets or exhibits as necessary.
4. Submit report on this form no later than twenty-one calendar days after the end of each quarter.

DESCRIPTION OF INCIDENT

A memorandum was classified and exempted by an individual not authorized to do so. Offender received a written reprimand.

CHAIRMAN, DEPARTMENTAL REVIEW COMMITTEE (Name, Title, Signature)
/s/ John F. Blake

John F. Blake, Chairman

CIA Information Review Committee

PERIOD ENDING (Day, Month, Year)

30 June 1974 (Revised)

TRANSMITTAL SLIP		DATE
TO: DDA		
ROOM NO.	BUILDING	
REMARKS:		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55REPLACES FORM 36-8
WHICH MAY BE USED.

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